

Retention and Classification Report

Agency: Millard County (Utah). County Treasurer (1447)

Millard County Courthouse
50 South Main Street
Fillmore, UT 84631

Records Officer

83468	General ledgers
25458	Tax assessment rolls

AGENCY: Millard County (Utah). County Treasurer

SERIES: 83468

3

TITLE: General ledgers

DATES: i 1885-

ARRANGEMENT: Chronological

DESCRIPTION:

These three volumes contain an accounting of all disbursements and credits to Millard County accounts. They cover the period from 1885-1906 and 1919-1941. Recorded information in the two earliest volumes (1885-1906 and 1919-1923) include the name of the office, the year, the month, the purpose, disbursements, credits, and totals. Information included in the other volume includes the date, the fund, receipt numbers, disbursements, credits, totals, and subtotals.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1885 through 1906. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1919 through 1946. Retain in Office for 10 years and then destroy.

AGENCY: Millard County (Utah). County Treasurer

SERIES: 83468

TITLE: General ledgers

(continued)

APPRAISAL:

Administrative Fiscal Historical

Although the County Treasurer's General Records Schedule indicates that ledgers may be destroyed after 10 years, the first volume will be maintained for historical purposes to document the actions of the office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Treasurer

SERIES: 25458

3

TITLE: Tax assessment rolls

DATES: 1880-

ARRANGEMENT: Chronological by year, thereunder numerical by tax district and parcel number

ANNUAL ACCUMULATION: 100.00 cubic feet.

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION:

Retain 30 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 9.

AUTHORIZED: 05/12/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1991 and continuing to the present. Retain in Office until digitized and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Millard County (Utah). County Treasurer

SERIES: 25458

TITLE: Tax assessment rolls

(continued)

Paper: For records beginning in 1948 through 1990. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Computer data files: For records beginning in 1990 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Administrative Historical

Tax assessment rolls are historically valuable because they identify all property owners within a county.

PRIMARY CLASSIFICATION:

Public